



Policy: 3060
Procedure: 3060.04
Chapter: Medication Management
Rule: Medication Mishap Reporting

Effective: 11/16/06
Replaces: 3100.13
Dated: 06/10/04

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) Health Services Division recognizes that medication mishaps may occur during the normal course of medication administration.

Rules:

1. The **QUALIFIED HEALTH CARE PROFESSIONAL (QHCP)** upon learning of a medication mishap shall:
 - a. Notify immediately:
 - i. Juvenile, if appropriate;
 - ii. Ordering Provider or if unavailable, the Provider On-Call.
(1) Provider shall initiate medical evaluation and treatment of any juvenile involved.
 - iii. Correctional Registered Nurse Supervisor II (CRNS).
 - b. Complete Form 3060.04A Medical Mishap Report by the end of the shift and deliver it to the supervising CRNS.
2. The CRNS shall:
 - a. Gather all information;
 - b. Meet with involved employees;
 - c. Evaluate the situation;
 - d. Review the completed report with the responsible person(s) with a focus on measures that can be taken to prevent such mishaps in the future;
 - e. Initiate corrective action, if appropriate;
 - f. Amend the report, if necessary for accuracy; and
 - g. Enter the validated or amended report in the juvenile's Medical Record if:
 - i. Wrong medication was administered;
 - ii. Incorrect juvenile receiving meds;
 - iii. Incorrect dosage was administered;
 - iv. Juvenile misconduct was involved;
 - v. Incorrect administration time;
 - vi. Missed administration;
 - vii. Medication not available.
 - h. Bring the copy of the report to the following CRNS supervisory meeting with Medical Director or designee for review.
3. The **CRNS SUPERVISORY MEETING PARTICIPANTS** shall review the report, determine whether the medication mishap was an isolated occurrence or a systems problem and follow-up, as deemed appropriate.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
11/20/2006	April Randle, M.D.		